



California College of Arts and Crafts • inter-office memo

To: All Faculty, Staff and Students

Date: 4-13-82

From: Bob Mooney - V.P./Business & Finance

Subject: Changes in Student Store Operation

- 1) Summer Hours - (M - F, 9-5 p.m.) - commence May 3, 1982.
- 2) Minimum Amount of \$5.00 on Department Charges and Faculty Payroll Deduction Charges.

The cost of processing charges, including labor and accounting has become prohibitive to justify processing charges for less than \$5.00. Individuals are encouraged to use their petty cash funds for purchases of less than \$5.00. As always, the 10% discount will be applied and receipts from the cash register will be provided for petty cash reimbursement. (Effective May 3, 1982.)

- 3) Costs of credit card processing have escalated to the point where it is no longer feasible to accept them for sales of less than \$10.00. (Effective May 3, 1982.)

Our aim is to reduce the costs of doing business and pass the savings along to our customers. We appreciate your continued support of the Student Store, and look forward to helping you with your art materials needs.